



RFP #637
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: September 7, 2012

Request for Proposal for:

Evaluation of Alcohol and Drug Treatment Programs
Funded by Local Sales Tax

PROPOSALS DUE: October 15, 2012 by 4:30 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

Submit one (1) original and three (3) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
Jonnie Hyde
Public Health Administration
Jonnie.Hyde@clark.wa.gov
360.397.8122

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at

<http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS

**Clark County ADA Office; V (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov**

Request for Proposals

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Evaluation of Alcohol and Drug Treatment Programs Funded by Local Sales Tax

Part I Proposal Requirements

Section IA General Information

1. Introduction

Clark County seeks a qualified professional consulting firm to conduct a performance evaluation for programs funded with the local sales tax for mental health, substance abuse, and therapeutic specialty courts in Clark County, WA. The county seeks an analysis focused on strategic re-direction, process improvement and system re-engineering, in order to improve the cost efficiency of alcohol and drug treatment in Clark County on both the short and long term.

The county's system for alcohol and drug treatment is staffed with committed and skilled individuals. The county wants to look for options for improvement and innovation that respond to changing community needs and funding challenges.

2. Background

Background:

Clark County adheres to a continuum of care approach for persons needing alcohol and drug treatment. Individuals may enter the public alcohol and drug treatment system through referrals from the community. Others are referred from the law and justice system to treatment, without participation in therapeutic courts. For the purposes of this RFP, these clients are referred to as "community" clients. Other individuals enter the criminal justice system and voluntarily agree to participate in therapeutic specialty court programs. For the purposes of this RFP, these clients are referred to as "criminal justice" clients¹.

Many community and criminal justice clients have previous treatment histories with the same providers. This is expected, since drug addiction is a chronic disease where relapse is common.²

The county recognizes that it is important to provide treatment to both criminal justice and community clients. However, because current resources are limited and there are competing demands, the county wants to identify efficiencies in this continuum of care that could help reduce costs and increase the number of clients who receive treatment.

Mental health and substance abuse treatment in Clark County is funded through a combination of state grants and allocations, local sales tax dollars, federal grants and third party payer billing. Clark County collects \$5 million annually from the local treatment sales tax. RCW 82.14.460 enables the sales and use tax "solely for the purpose of providing new or expanded chemical dependency or mental health treatment services and for the operation of new or expanded therapeutic court programs." The tax was implemented in 2007 in Clark County, and it funds ongoing treatment programs for mental health and substance abuse, including community and criminal justice programs.

The majority of funding is spent on treatment services for mental health and substance abuse disorders with providers that contract with the county's

¹ A judge can order treatment for a client as part of a sentencing decision. However, whereas specialty court clients are identified by unique tracking codes in the treatment system used by Clark County providers, there is no such tracking code for individuals that undergo court-ordered treatment. Thus, any data analysis would capture these individuals as "community" clients in the treatment data system

² McLellan AT, Lewis DC, O'Brien CP, and Kleber HD. Drug dependence, a chronic medical illness: Implications for treatment, insurance, and outcomes evaluation. JAMA 284(13):1689-1695, 2000.

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Department of Community Services (DCS). The provider network funded with local sales tax includes Lifeline Connections, Community Services Northwest, Telecare and Change Point.

Chemical dependency programs include detoxification, inpatient, and outpatient services. Outpatient services may include a variety of treatment modalities – individual counseling, group counseling, case management, drug testing, etc. COMET is a specialized program, operated by Lifeline Connections, providing treatment for individuals with co-morbid mental and substance use disorders. The Evaluation and Treatment Center is a specialized inpatient psychiatric service, operated by Telecare, which provides both involuntary and voluntary treatment for individuals with mental disorders.

The sales tax originally funded six therapeutic courts. It currently funds four therapeutic specialty courts: three within Superior Court (Adult Felony Drug, Juvenile and Family Courts), as well as Substance Abuse/DUI Court within District Court. Court clients without the means to pay for treatment (through insurance or self-pay) receive treatment through the same programs and providers as non-criminal justice clients (mostly in-patient and out-patient services), but they must also fulfill additional requirements set by each Court, including regular Court attendance, frequent urinalysis testing and proof of self-sufficiency.

Funding support also goes to three other community programs: a coordinator position in Public Health with a focus on community mobilizing strategies; a community-based program that pays for training for staff that provide treatment to children in families affected by methamphetamine (COACHES); and a community-based program (New Options Youth Recovery Program) that provides alcohol and drug assessments, as well as outpatient substance abuse services, to school-age youth.

The requested analysis may or may not include the Health Department coordinator position, and the two community programs, depending on the additional cost. The Health Department position is focused on community mobilization strategies, not direct treatment, whereas the scope of the current evaluation is focused on the current treatment system. COACHES provides training to service and care providers. New Options does provide treatment to school-aged youth, but this program is distinct from the large treatment system in Clark County that services court and community-referred clients. It has its own curriculum, and is of small size, with an annual allocation of approximately \$61,000/year. Because of the distinct curricula and separate operations from Clark County's main treatment system, there may be considerable added cost in pursuing a separate analysis for these programs.

Appendix 1 shows budgeted 2013 allocations for the different programs.

The first year of local sales tax expenditure was 2007. The county teams prepared initial allocations to programs, with different allocations planned each year until 2011, the "sustainability year" for the sales tax use.

Dollars were allocated to programs based on proposals from each organization. The community programs (detox, inpatient, outpatient, COMET, Telecare) were existing programs and because the tax was used for program expansion, they received allocations equal to the 2011 sustainability year level. The allocation to court programs assumed a ramp up for three years, until 2011, because some programs were new to the county. The rationale was to allow revenue and programs to grow, so revenue would be available in 2011 to cover all the

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programs at their maximum planned capacity.

The original planned allocation of funds for the 2011 sustainability year was \$7.5 million. Annual revenues in 2011, however, were only \$4.8 million. The county has been under pressure for the past five years to continue funding all the programs, as sales tax revenues dwindled under the recession. Table 1 shows the original proposed allocation to the programs for the "sustainability year" (maximum capacity), and the projected 2013 annual allocations. Revenues have started to grow again after the end of the recession, but they have yet to recover to pre-recession levels.

Table 1.
Comparison of original planned ongoing allocations
and
2012 proposed allocations

	Original planned ongoing allocation	2013 projected allocation	Reduction
District Court treatment	\$ 840,697	\$ 151,955	-82%
District Court staffing	\$ 825,841	\$ 346,459	-58%
Superior Court treatment	\$ 1,147,717	\$ 387,145	-66%
Superior Court staffing	\$ 753,626	\$ 719,905	-4%
Detox	\$ 390,094	\$ 324,166	-17%
In-patient and out-patient	\$ 1,223,624	\$ 955,623	-22%
Telecare	\$ 1,420,000	\$ 874,011	-38%
COMET	\$ 650,000	\$ 612,000	-6%
COACHES	\$ 99,000	\$ 61,868	-38%
New Options	\$ 124,627	\$ 62,764	-50%
Coordinator position	\$ -	\$ 95,284	N/A
Contingency	-	\$ 24,232	N/A
Total	\$ 7,475,225	\$ 4,615,412	-38%

Staffing and treatment levels for District Court programs were reduced more drastically than staffing for Superior Court programs, since the number of District Court Specialty Courts was reduced from three in the original plan (Substance Abuse, Low Intensity Substance Abuse, and Domestic Violence), to only one (Substance Abuse/DUI). Superior Court maintained the original three courts and obtained grants for Juvenile Recovery and Family Court treatment, and directed Adult Drug Court clients to state-funded treatment (Drug Offender Sentencing Alternative), therefore preserving its caseload capacity and requiring continued staffing support.

In addition, state cuts to alcohol and drug funding have left the providers struggling to recover costs for services. From the 2007-2009 state biennium to the 2011-2013 state biennium, there was a 41% reduction in state funding allocated for alcohol and drug treatment of community-referred clients in Clark County.

The county recognizes that it is important to provide treatment to both criminal justice clients, as well as community-referred clients. However, because current resources are limited and there are competing demands, the county would like to identify efficiencies in this continuum of care that could help reduce costs and increase the number of clients who receive treatment.

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The county would like to identify efficiencies in the administration of the treatment process, as well as staffing and organizational structure. Therapeutic Specialty Courts employ comprehensive staffing teams because of the dual criminal justice and treatment structure of the programs.

The project will analyze the current system funded via local sales tax dollars, and modifications to existing systems and/or alternative systems that could produce similar results with decreased costs.

Although the focus of the requested analysis is on programs funded through the local sales tax, Clark County recognizes that other agencies are significant drivers of the costs and character of responses to persons with alcohol and drug problems. Other agencies such as Columbia River Mental Health, the regional support network, local hospitals and other treatment providers are important, but are beyond the scope of this project.

3. Scope of Project

Clark County seeks an analysis focused on strategic re-direction, process improvement, and process re-engineering to improve the cost efficiency of the alcohol and drug treatment system used for criminal justice and community clients. The performance evaluation should result in a limited number of high value, high return recommendations.

The goals of the performance analysis are to:

- a) Identify strategic systemic changes to allow alcohol and drug treatment programs funded with the local sales tax to operate more efficiently;
- b) Create a financially sustainable system given the mix of state, local, and federal funding;
- c) Provide decision-makers with options and information that will support informed decision-making necessary with tighter budgets;
- d) Create more efficient processes;
- e) Increase cost efficiency and/or reduce cost;
- f) Improve the number of dollars available for treatment, and
- g) Identify cost effective service providers.

The project will analyze the current system funded via local sales tax dollars and modifications to existing systems and/or alternative systems that could produce similar results with decreased costs.

The analysis may include examination of specialty courts and treatment services funded by resources other than the local sales tax to the extent the processes and clients interact with the locally funded alcohol and drug systems.

4. Project Funding

The proposal shall include the Proposer's true estimated cost to perform the work.

5. Timeline for Selection

The following dates are the intended timeline:

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Proposals due	October 15, 2012
Proposal review/evaluation period	October 15-October 31, 2012
Interviews	November 1-9, 2012
Selection committee recommendation	November 12-16, 2012
Contract negotiation/execution	November 19-December 15, 2012
Contract intended to begin	January 1, 2013

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6. Employment Verification

“Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing the status of new employees hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

Note : Sole Proprietors are exempt.

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Section IB

Work Requirements

1. Required Services

At a minimum, the following work program is required:

1. Review cost and expense data prepared by the county budget office.
 - a. In 2012, the county budget office compiled data on costs and revenues for both community and criminal justice systems, and produced an assessment of the costs per client. The consultant will be asked to review this data and make suggestions for changes or improvements to the methodology and analysis for use on a continuing basis.
 - b. Using the revenue and cost characteristics, prepare an estimate of program viability and characteristics for the period 2014 to 2018.
 - c. Based on financial resources estimated to be available for the period 2014 to 2018 and current system operation, develop performance goals for cost per client, ratio of administrative to treatment costs, completion rates, and other measures defined by the project team.
 - d. If significant differences exist between community based and court based data, explain the sources and effects of the differences.
2. Review processes at DCS.
 - a. Identify and analyze the bigger picture, strategic options used by the DCS for selection, contracting and monitoring treatment providers.
 - b. Identify and analyze the administrative options used by the department for selection, contracting and monitoring of treatment providers.
3. Review processes at therapeutic courts.
 - a. Identify and analyze the bigger picture, strategic options used by each court for its operation.
 - b. Identify and analyze the administrative options used by each court for its operation.
4. Review improvement suggestions from managers and staff.
 - a. Managers and staff in the Budget Office, Community Services, Prosecuting Attorney, city of Vancouver Attorney, Indigent Defense, Sheriff, Juvenile, Probation, and the Courts have suggestions for strategic re-direction, re-engineering and improving systems. Consultants will collect suggestions and evaluate them in light of the local conditions.
5. Provide improvement options based on literature, local financial constraints, program innovations, and operations of other communities.
 - a. Improvement options that achieve the intent of best practice, at lower cost, are encouraged.
 - b. Improvement options are expected to focus on how the county can restructure allocation of funds and redesign the alcohol and treatment system to increase performance and reach populations in need.
 - c. Assessment of options should include their consistency with state regulations.

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6. Recommendations

- a. The consultants will provide a short, focused list of recommendations for implementation. The recommendations may include strategic re-direction, process improvements or process re-engineering.
- b. The recommendations should be achievable between 2014 and 2018, and should result in an efficient, financially viable system that retains the potential for positive outcomes for clients. The consultants should discuss the implications of the recommendations and propose essential steps for implementation. Recommendations should be discussed in terms of their consistency with state regulations. If a recommendation is not consistent with state regulations, a discussion of what is required to make the recommendation consistent should be provided.
- c. Recommendations should include a fiscal analysis of the costs of implementation.
- d. Based on financial resources estimated to be available for the period 2014 to 2018, and the system operated as per improvement recommendations, develop performance goals for cost per client, ratio of administrative to treatment costs, completion rates, and other measurements identified by the team.

2. County Performed Work

Copies of Clark County reports and documents available to guide the response to the RFP and the project are available on the Purchasing Office website at <http://www.clark.wa.gov/general-services/purchasing/rfp.html>

3. Deliverables & Schedule

Deliverables

At a minimum, the following draft deliverables are expected:

- a) White paper summarizing the review of cost and revenue analysis.
- b) White paper summarizing assessment of DCS systems including suggested program performance measures.
- c) White paper summarizing analysis of therapeutic court systems including suggested performance measures.
- d) White paper with options for improvements, recommendations and their implications, including major implementation steps.

A final report should incorporate the white papers into one document, with an executive summary.

Intended Schedule

11/1 to 11/30	Review proposals and select consultant.
12/1 to 12/30	Contract development and approval.
1/1 2013	Project begins
10/1 to 10/30	Draft Recommendations issued
11/1 to 11/30	Oversight Committee approval process
12/1 to 12/30	Elected official approval process

4. Place of Performance

Contract performance may take place in the County's facility, the Proposer's facility, a third party location or any combination thereof.

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5. Period of Performance A contract awarded as a result of this RFP will be for one year and is intended to begin on January 1, 2013 and end December 31, 2013. The final deliverable is due on October 31, 2013.

6. Insurance/Bond

A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

B. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

C. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence, with a maximum deductible of \$25,000. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

D. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice to the county by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

7. Plan Holders List

All proposers are required to be listed on the plan holders list.

✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

If your organization is NOT listed, submit the "Letter of Interest" to ensure your inclusion. See Attachment B.

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Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting No pre-submittal meeting or site visit is scheduled for this project.
2. Proposal Clarification Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting questions/clarifications is seven calendar days before the due date for proposals.

An addendum will be issued no later than five calendar days before the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document before submitting their proposal.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

Section IIB Proposal Submission

1. Proposals Due Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal Proposals must be clear, succinct and not exceed 50 pages, excluding resumes. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposer's are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer's providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

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Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

Section IIC

1. Cover Sheet

Proposal Content

This form is to be used as your proposal Cover Sheet
See Cover Sheet - Attachment A

2. Project Team

Respondents may assemble a project team to provide the expertise necessary for the evaluation.

Successful respondents will have the following qualifications and background:

- a) Ability to conduct the evaluation in accordance with generally accepted standards for government performance audits;
- b) Strong experience with Washington State, publically funded alcohol and drug treatment systems, as well as mental health systems;
- c) Strong experience with operation or evaluation of therapeutic courts, and strong awareness of generally accepted best practices;
- d) Local government experience;
- e) Familiarity with criminal justice systems, nationally and in the State of Washington;
- f) Strong budget and cost accounting skills;
- g) Proven ability to propose innovations to allow achievement of best practices at lower cost; and
- h) Proven ability to form strong partnerships and working teams that involve researchers, accountants, clinicians, and program administrators.

Respondents should provide the following information about the project team:

- a) A general narrative explaining qualifications and background in this type of evaluation.
- b) A description of the qualifications of the individuals assigned to his project. Provide resumes. Include only those persons who will be actively involved.
- c) A reference list of similar studies completed by members of the project team. These projects shall have been completed in communities over 200,000 in population and shall have been completed within the last five years.

Respondents should provide the following information about the firms/organization in the project team:

- a) For teams with multiple organizations, identify the lead organization and the contractual relationships with other team members.
- b) Provide names of companies, chief operating officers, year established, and primary fields of expertise.
- c) Provide location and address of primary headquarters.
- d) Five to seven references for similar studies completed the last five years.

3. Management Approach

Within the context of the following project management structure, respondents should provide a description of their management approach to the project.

This project will be managed by the county through a dedicated staff member with expertise in alcohol and drug treatment and administration, mental health, public health, and administration. The county's project manager is responsible for contract administration, answering questions from the consultant team, compiling data and information for the consultant's use, convening the Oversight Committee, preliminary review of deliverables, etc. The manager will be a central point of contact for the project and the primary point of communication.

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The county staff in all program areas will be available for consultation and assistance, with close coordination with the project manager.

County Oversight During Project

A project Oversight Committee will review the project process. It will meet regularly, and review the analysis and recommendations of the project. The project oversight committee is composed of senior administrators from each stakeholder area. These administrators understand the individual programs and their context within the operation of the courts and the county as a whole.

The project manager will staff the committee. Program staff will be invited by the committee to participate on an as needed basis.

Elected officials, as decision makers, will receive regular reports from the oversight committee. They participate at the end of the process as bodies that accept the final recommendations.

The Oversight Committee will include:

- a) Department of Community Services Director
- b) Superior Court Administrator
- c) District Court Administrator
- d) County Administrator
- e) Prosecuting Attorney-County
- f) Prosecuting Attorney-City of Vancouver
- g) Indigent Defense Coordinator

Oversight Committee members are responsible for keeping their respective elected officials informed of the project's progress. The Oversight Committee will keep other stakeholders who are not members of the committee informed of progress. These include:

Juvenile Court
County Clerk
Probation Office
County Sheriff

The Oversight Committee will be responsible for management of project scope, review of deliverables, contributing senior level executive perspectives, etc. The Oversight Committee will keep the various elected officials informed of the evaluation's progress.

The recommendations for DCS, Indigent Defense and the budget function will be acted upon by the respective departments, under the jurisdiction of the County Administrator and the Board of Clark County Commissioners. Recommendations for the other system participants will be acted upon by their respective elected officials; District and Superior Court Judges, County Clerk, Vancouver City Council and County Prosecuting Attorney.

4. Respondent's Capabilities

Respond via item 2 above, Project Team.

5. Project Approach and Understanding

The response shall include a detailed program of work building upon the service requirements outlined in Section 1B (1) and their understanding of local conditions.

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Respondents should detail their research\evaluation methodology for each of the required services, including a description of the purpose, assumptions, constraints, and process for analysis. If the respondent assembles multiple consulting firms to perform the project, indicate the firms primarily responsible for performing each work item.

Respondents may add work activities or create sub-activities or tasks based on their best professional judgment of the best way to achieve the goals of the project.

Respondents should include time for interviews of staff at the courts and community services, indigent defense, county and city of Vancouver prosecuting attorney, juvenile court, sheriff department, county clerk, and probation office. Please include time for presentations at 3 meetings of the Oversight Committee and presentations to District Court, Superior Court and the County Board of Commissioners at the end of the process.

6. Proposed Cost

Respondents shall present the total funds requested on the cover sheet. In addition, respondents shall include a detailed budget for the project that shows the following, at a minimum:

Hours per task* per person.

Hourly rates per person

Administration and overhead per task*

Travel and expenses per deliverable

Graphics, materials, supplies, etc. per deliverable

*The budget should be organized by task if the respondent identifies tasks that are subsets of deliverables. If tasks are not identified, please categorize by deliverable.

7. Employment Verification

Insert the employment verification after the cover page.

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Part III Proposal Evaluation & Contract Award

Section IIIA

Proposal Review and Selection

1. Evaluation and Selection:

Clark County understands the credibility of the consultant team is central to the success of an evaluation of programs with multiple staffs, multiple elected officials, and competing priorities. The county wants to select a highly qualified firm endorsed by as many of the participants as possible.

Written responses to the RFP will be reviewed by the project manager, program staff from Community Services, budget, and the therapeutic courts. Their review will focus on completeness and technical quality. The highest scoring respondents will be invited for interviews.

The interview panel will include the project manager and members of the Oversight Committee and may include technical staff at the discretion of the Oversight Committee. The Committee will make a recommendation to the Board of Clark County Commissioners, the contracting body for the evaluation.

2. Evaluation Criteria Scoring

Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

The Phase 1 technical screening will consider:

Proposal methodology/quality	25
Experience/depth of understanding	25
Demonstrated ability to identify new solutions	15
Cost	20
Breadth of skills on project team (clinical, administrative, financial)	15
Total Points	100

The Phase 2 screening and interview will consider:

Proposal methodology/quality	25
Experience/depth of understanding	15
Creativity/ demonstrated ability to identify new solutions	20
Cost	20
References	10
Interview	10
Total Points	100

Section IIIB

Contract Award

1. Consultant Selection

The County will award a contract to the highest scoring Proposer. If the County cannot reach a favorable agreement with the highest scoring Proposer, the County shall terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.

2. Contract Development

The proposal and all responses provided by the successful Proposer may become a part of the final contract.

The form of contract shall be the County's Contract for Profession Services.

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3. Award Review
The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
4. Orientation/Kick-off Meeting
An orientation \kick-off meeting will be scheduled after the contract is executed.

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Attachment A COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____ Email address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark "**NONE**".

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____.

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

→ Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.

☐ Yes ☐ No

→ Did outside individuals or agencies assist with preparation of this proposal?

☐ Yes ☐ No (if yes, describe.)**

Total Funds Requested Under this Proposal \$ _____

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners.

Signature, ***Administrator of Applicant Agency****

Date

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Attachment B LETTER OF INTEREST

Legal Name of Applicant Agency_____

Street Address_____

City_____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax_____

Program Location (if different than above) _____

Email address _____

- All proposer's are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: Beth.Balogh@clark.wa.gov

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

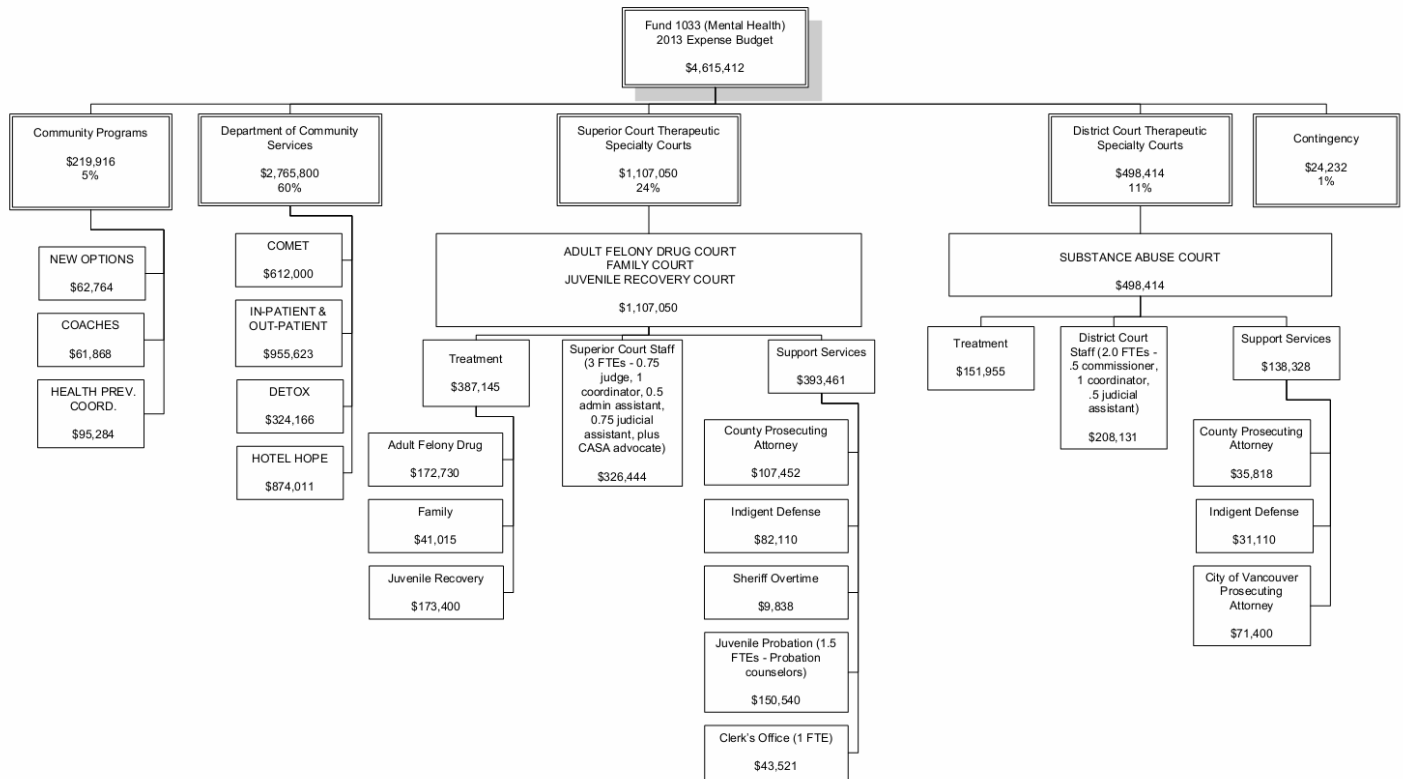
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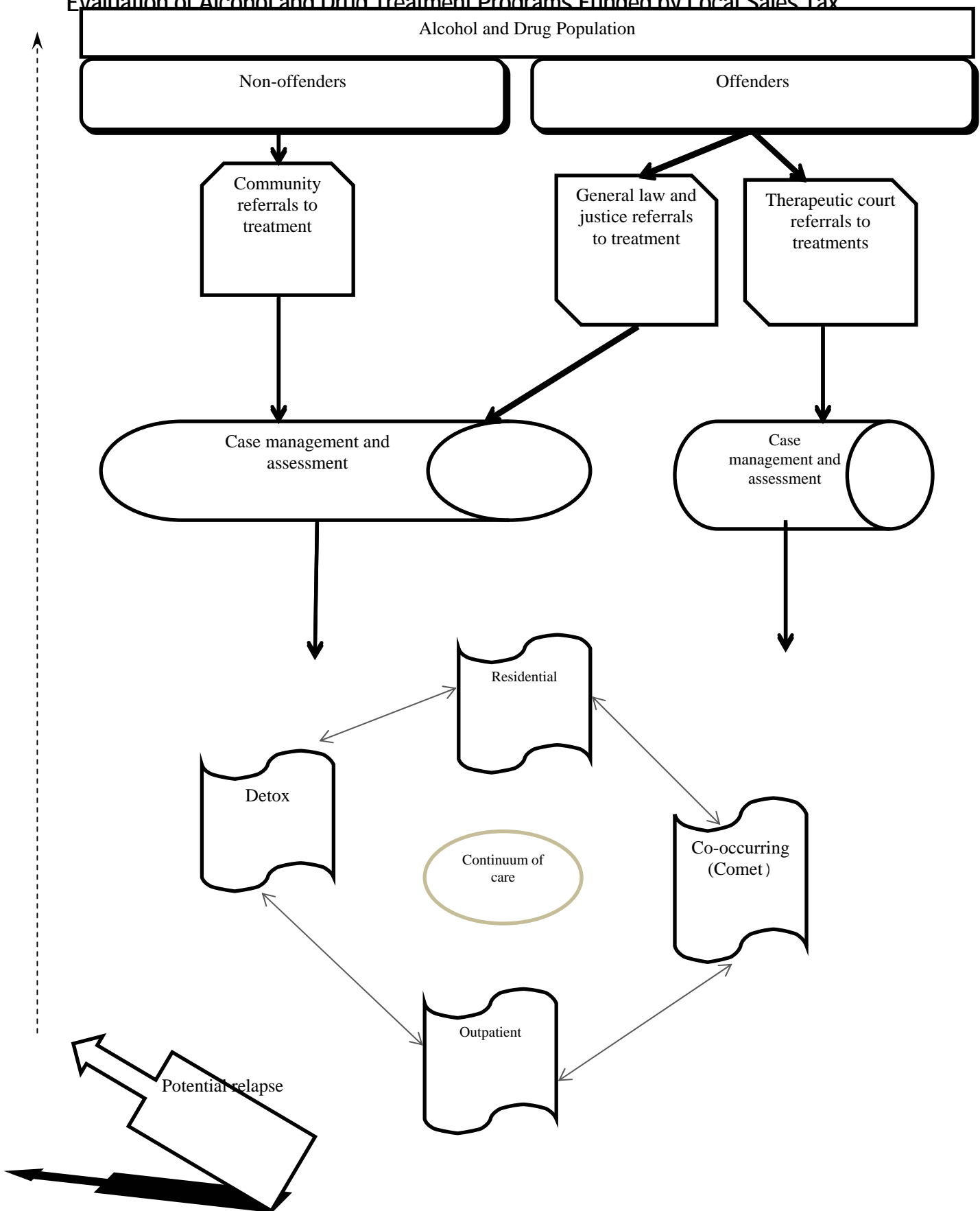
Attachment D: ADDITIONAL ATTACHMENTS

2013 Funding Allocations



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Washington State Statutes and Rules
for Mental Health and Chemical Dependency

<http://www.leg.wa.gov/CodeReviser/Pages/default.aspx>

Above is the link to the Office of the Code Reviser to view WACs and RCWs.

Statutes that regulate chemical dependency treatment: 70.96A RCW, 71.12 RCW

Rules that implement statutes covering chemical dependency treatment: 246-337 WAC, 388-805 WAC

Statute that regulates community mental health: 71.24 RCW

Rule that implements statute covering community mental health: 388-865 WAC

The RCWs and WACs listed above are the primary statutes and rules covering mental health and chemical dependency treatment and should be sufficient for the RFP. There are other statutes and rules covering services ranging from involuntary treatment to state funded services such as ADATSA that are not listed above.

Drug Court related statutes include:

RCW 2.28.170

RCW 2.28.175

RCW 2.28.180

RCW 2.28.190

RCW 70.96A.055

RCW 70.96A.350

RCW 9.94A.660 (DOSA if appropriate for contextual purposes)

Program Profiles

Program name: **Lifeline Connections Alcohol & Drug Acute Detoxification Services**

Funding source: DSHS/Division of Behavioral Health and Recovery (State funding), Medicaid, Clark County Sales Tax, third party payers, private pay.

Main contact: Brandy Whitney, bbranch@lifelineconnections.org, 360.397.8246

Program in existence since: Lifeline Connections has been in existence since 1962. Detoxification services were established in 1975.

Estimated clients admitted per year:

1/1/2011 - 12/31/2011: Duplicated clients served - 1998

Unduplicated clients served - 1404

1/1/2012 - 7/31/2012: Duplicated clients served - 1161

Unduplicated clients served - 909

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Program description: Acute detoxification services are defined as the provision of medical care and physician supervision of individuals, including room and board in a 24 hour a day supervised facility, while they recover from the transitory effects of acute or chronic intoxicification or withdrawal from alcohol or other drugs.

Program name: **Lifeline Connections Alcohol & Drug Outpatient Services**

Website: Lifelineconnections.org

Funding source: DSHS/Division of Behavioral Health and Recovery (State funding), Medicaid, Clark County Sales Tax, third party payers, private pay.

Main contact: Brandy Whitney, bbranch@lifelineconnections.org, 360.397.8246

Program in existence since: Lifeline Connections has been in existence since 1962.

Estimated clients admitted per year:

1/1/2011 - 12/31/2011: Duplicated outpatient clients served: 923
Duplicated intensive outpatient clients served: 793
Unduplicated outpatient clients served: 877

Unduplicated intensive outpatient clients served: 747

1/1/2012 - 7/31/2012: Duplicated outpatient clients served: 541
Duplicated intensive outpatient clients served: 493
Unduplicated outpatient clients served: 520
Unduplicated intensive outpatient clients served: 477

Program description: Outpatient services are provided in a non-residential chemical dependency treatment facility (less than 24 hours/day). **Intensive outpatient** is defined as a concentrated program of individual and group counseling, education, and activities for detoxified alcoholics and addicts, and their families. **Outpatient** services are defined as individual and group treatment services of varying duration and intensity according to a prescribed treatment plan.

Program name: **Lifeline Connections Alcohol & Drug Inpatient Services**

Website: Lifelineconnections.org

Funding source: DSHS/Division of Behavioral Health and Recovery (State funding), Clark County Sales Tax, third party payers, private pay.

Main contact: Brandy Whitney, bbranch@lifelineconnections.org, 360.397.8246

Program in existence since: Lifeline Connections has been in existence since 1962. Inpatient services were established in 2005.

Estimated clients admitted per year:

1/1/2011 - 12/31/2011: Duplicated clients served: 1134
Unduplicated clients served: 1023
1/1/2012 - 7/31/2012: Duplicated clients served: 490
Unduplicated clients served: 458

Program description: Intensive inpatient residential treatment services is a concentrated program of chemical dependency treatment, individual and group counseling, education, and related activities for alcoholics and addicts including room and board in a 24 hour a day supervised facility.

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Program name: **Lifeline Connections COMET Program**

Website: Lifelineconnections.org

Funding source: Clark County Sales Tax

Main contact: Arianna Kee, akee@lifelineconnections.org, 360.397.8246 ext.7462

Program in existence since: Lifeline Connections has been in existence since 1962. The COMET program was initiated in 2004 through a SAMHSA grant and became a Lifeline Connections' program when the grant terminated in 2007.

Estimated clients admitted per year: The program has the capacity to serve 50 individuals at any one time.

Program description: COMET is a specialized service delivery system that combines the Program of Assertive Community Treatment (PACT), the Matrix model for treatment of substance use disorders, and the principles of Integrated Dual Disorder Treatment (IDDT) to deliver integrated substance abuse and mental health treatment services for persons with co-morbid severe and persistent mental illness and substance use disorders. Services are designed for individuals who need a high intensity level of services to lessen, or eliminate, the debilitating symptoms of mental illness and substance abuse or dependence, promote self-directed recovery, improve overall quality of life, improve functioning in adult social and employment roles, improve an individual's ability to live independently in his or her own community, reduce hospitalizations, and decrease involvement with the criminal justice system.

Program name: **CLARK COUNTY DISTRICT COURT: SUBSTANCE ABUSE COURT**

Website: www.clark.wa.gov/courts/district/specialized.html

Treatment Funding source: local sales tax, state money, private insurance

Main contact: Shauna McCloskey, Program Coordinator
Shauna.mccloskey@clark.wa.gov
360-397-2431

Program in existence since: 1999

Estimated clients admitted per year: approximate average 40

Program description:

Clark County District Court Substance Abuse Court is a hybrid Drug/DUI Therapeutic Specialty Court program that monitors misdemeanor offenses in a judicially supervised court program that promotes sobriety, recovery and stability through a coordinated team approach. The team is a collaboration of substance abuse treatment agencies, probation and law enforcement agencies, a court coordinator, and traditional court staff. The SAC program utilizes a myriad of ancillary recovery support systems to help each participant reach their potential and reduce any barriers getting in the way of their success. The judge employs the use of a graduated system of sanctions and incentives within a three-phased structure to monitor and motivate offender behavior change. The program has been in existence for 10 years and is a minimum of twelve months. This program is voluntary for eligible defendants and is post conviction model that targets the high risk (to relapse/reoffend) and high service needs offenders.

Program name: **CLARK COUNTY DISTRICT COURT: VETERANS THERAPEUTIC COURT**

Website: www.clark.wa.gov/courts/district/specialized.html

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Treatment funding source: Federal VA medical benefits of each veteran participant (no local/state funding used)

Main contact: Shauna McCloskey, Program Coordinator
Shauna.mccloskey@clark.wa.gov
360-397-2431

Program in existence since: 2011

Estimated clients admitted per year: 15

Program description:

Clark County's Veterans Therapeutic Court provides a means to successfully rehabilitate justice involved veterans by diverting them from the traditional court system and providing them with the tools they need to reintegrate back into civilian life through treatment, rehabilitative programming, reinforcement and judicial monitoring. The program is post conviction alternative treatment sentencing option for defendants suffering from an underlying substance abuse and / or co-occurring mental illness and facing misdemeanor level criminal charges. Veterans are identified early through specialized screening tools and they must voluntarily participate in a judicially supervised treatment plan developed by a team of court staff, probation and law enforcement officers, veteran peer mentors, veteran resource professionals, and treatment professionals. The program is designed into four phases and is a minimum of one year in length. Through frequent status review hearings, a veteran participant's treatment plan and other conditions are reviewed. Incentives are offered to reward compliance to court conditions, and immediate sanctions for non-adherence are fairly handed down.

For some veterans, the return home may be a bit more challenging. Time away from home can strain relationships, leave the veteran unemployed, feel detached from society, a loss of service camaraderie felt while on active duty, a search for new purpose. For others, perhaps it was their combat experience or time in service or multiple deployments that may have circumstantially left them with some heightened anxiety, depression or post traumatic stress disorder. Many studies report an alarming increase in the prevalence of substance use/abuse in returning service members. Creating a specialized court calendar just for veterans can start the process of healing. Because each branch of the military has its own culture, its own language, code of conduct, rules, regulations, norms, ranks, stories, legends, rituals and rites, we feel we are justified in creating a separate specialized court docket dedicated solely to address the specific needs of our service men and women and forge a stronger relationship with the VA.

Started by the assistance of a 3-year Bureau of Justice Assistance federal grant, the Veterans Therapeutic Court launched March 2011. The funding provided by the grant does not provide any treatment or ancillary recovery support services directly to the participants and designed to utilize more of the veteran-eligible federal benefits to save on local and state resources.

Program name: **Mental Health Court**

Website: www.clark.wa.gov/courts/district/specialized.html

Funding source: State money, General Fund, RSN

Main contact: Jennifer Scarborough
Jennifer.scarborough@clark.wa.gov
360-397-2497
Fax: 360-759-6572

Program in existence since: Year 2000

Estimated clients admitted per year: 35

Program description:

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Mental Health Court is a Clark County District Court Therapeutic Specialty Court program that offers eligible participants the chance to enter an alternative treatment and sentencing alternative program for defendants with a serious and persistent mental illness that are facing misdemeanor criminal charges. This intensive collaborative team approach is a partnership of people interested in supervising and assisting offenders willing to make changes in their life using best practice and evidenced-based approaches. To participate, the defendant must enter a plea of guilty and voluntarily agree to enter and abide by the conditions set forth in the program. The mission of Mental Health Court is to promote public safety, reduce criminal activity associated with offenders with a mental illness and enable the participant to live productive and law-abiding lifestyles in our community. The program started in April 2000, grant-funded for the first 3 years.

Program name: CLARK COUNTY SUPERIOR COURT: **Drug Court, Family Treatment Court, Juvenile Drug Court**

Website: www.clark.wa.gov/courts/superior/therapeutic.html

Treatment Funding source: local sales tax, state money, private insurance, federal grants; State Department of Correction; State Children's Reunite

Main contact: Brad Finegood, Program Coordinator
brad.finegood@clark.wa.gov
360-397-2304

Program in existence since: 1999 (Drug Court), 2006 (FTC), 2007 (JRC)

Average current client count: 150 (Drug Court); 15 (FTC); 35 (JRC)

Program description:

Clark County Superior Court Therapeutic Specialty Courts has three programs - Family Treatment Court, Felony Drug Court, and Juvenile Recovery Court. The programs offer services and treatment in Clark County to help participants stay off drugs and alcohol, get re-established in the community, and reunite with their children. These programs are based on 10 key components of effective drug courts outlined by the National Association of Drug Court Professionals, Therapeutic Jurisprudence, and evidence-based best practices in substance abuse treatment.